

**KENTUCKY BOARD OF LICENSURE FOR LONG-TERM CARE
ADMINISTRATORS
MINUTES
January 15, 2014**

The Board of Licensure for Long Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on January 15, 2014.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Joseph Flatt
Patrick Donahue
Barbara Lester, Citizen-at-Large
Kim Nall, NHA
Dr. Karen Skaff, RDH, Ph.D.
Kimberly Goode, State Long-Term Care Ombudsman

OTHERS PRESENT

Michael West, Assistant Attorney General
Jennifer Hutcherson – Board Administrator

ABSENT

Dr. Patrick Murphy, Ph.D

CALL TO ORDER

Mr. Wells called the meeting to order at 9:50 a.m.

MINUTES

Mr. Flatt made a motion to approve the minutes from the November 27, 2013 meeting as presented. The motion was seconded by Mr. Minnich and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial report for November and December 2013 and the legal fees report for October and November 2013.

OCCUPATIONS AND PROFESSIONS REPORT

The Board reviewed the O&P January report. Ms. Hutcherson reported that the database project is still underway and is expected to be completed in early June 2014. Board members may use the KHRIS system to set up direct deposit, view per diem payments and reprint W2's. There is a vacant board administrator position at O&P. Interviews will begin soon to fill the position. Justin Turner, the Resource Management Analyst at O&P will be transferring to another cabinet at the end of January, creating another vacancy at O&P. Mr. Wells requested Gordon Slone, Executive Director of O&P, introduce himself to the board at the next regularly scheduled meeting in April.

BOARD COUNSEL REPORT

Mr. West reported that the changes to the regulations and forms were submitted last week. Also, a licensure appeal is ongoing.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

The board discussed an email from Christina Stuckey, Board Administrator from Pennsylvania. Ms. Stuckey asked if Kentucky requires licensees to report felony convictions and disciplinary actions to the Board within a specified time frame. The regulations state that they must be reported within 30 days, per 201 KAR 6:020, Section 4. Ms. Hutcherson will respond to the email.

The board discussed a letter from an inactive licensee who received a cease and desist letter. The letter was from one of many licensees who called or sent emails. The letter stated that at some point in the past, licensees were given false information regarding inactive licenses. They were told that they did not have to renew their license until they were ready to be on active status again. They were also not sent renewal reminders. Due to the number of people with the same complaint, the board decided to allow those people who were on inactive status and had received a cease and desist letter, and were still within the two year window for reinstatement, the ability to renew their license on inactive status by paying the \$75.00 inactive renewal fee. Ms. Hutcherson will send letters to those who were affected by this and were still within the two year reinstatement time frame. Ms. Hutcherson will also make sure that all inactive licensees receive renewal reminders in the future.

The board discussed the best way to let licensees know that the regulations and forms have been updated. Ms. Hutcherson will update the laws and regulations booklet and have it posted to the board's website. An email will then be sent to all licensees with an email address on file and a letter will be sent to all licensees who do not have an email address or file, or whose email is returned undeliverable, to let them know that changes were made to the regulations and forms.

COMPLAINTS COMMITTEE

The complaint committee reviewed all complaints that new documentation was received for, eight total. The committee recommended dismissal of the following complaints:

- 12-124
- 12-139
- 13-011
- 13-027
- 13-035
- 13-036

The following complaints are still pending:

- 12-126
- 12-137
- 12-138
- 13-009
- 13-020
- 13-025
- 13-033
- 13-034
- 13-037

APPLICATIONS COMMITTEE

The application committee reviewed thirteen applications. Twelve were approved and one was deferred.

Approved:

- | | |
|------------------------|---------------------|
| • Deborah Lynn Barnett | • Jacalyn Smith |
| • Whitney Fore | • Shannon Spencer |
| • Ann H. George | • Christy Wathen |
| • Emily Jones-Gray | • Brandon Whiteside |
| • Amanda Marshall | • Curtis Metzler |
| • Clayton Nieman | • Tiffany Hinton |

Deferred:

- Samuel L. Tate, Jr.

The application committee reviewed two inactive requests. One was deferred and one was approved.

- Terry C. Powers – Approved
- Lisa J. White – Deferred (pending additional \$25.00 of the \$75.00 fee)

The application committee reviewed eight audited renewals. Seven were approved and one was denied:

- Tracy Cavallaro – Approved
- Lisa Gann – Denied
- Daniel Hudson – Approved
- Eric Hagan – Approved
- Vivian Lambert – Approved
- Donald Schwinn – Approved
- Rebecca Tandy – Approved
- Alexandra Wheeler – Approved

The application committee reviewed and approved one reinstatement request.

- James L. Hobbs III

CONTINUING EDUCATION COMMITTEE

The continuing education committee approved the following courses:

- Health Care Compliance Seminar
- Healthcare Facility Evacuation
- 28th Annual Forum on Aging

The continuing education committee deferred the following courses because they did not include a description or list of instructor's qualifications or course hours:

- Mosby's Skills
- Kentucky Legal & Ethical Issues for Mental Health Clinicians

NEXT MEETING

The next board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators is scheduled for Wednesday, April 16, 2014.

TRAVEL AND PER DIEM

Ms. Nall made a motion to approve the Board's travel and per diem expenses for the January 15, 2014 meeting. Mr. Minnich seconded the motion and the motion carried unanimously.

ADJOURNMENT

With no further business to discuss the meeting was adjourned by Mr. Wells at 10:38 a.m.